



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE CANINE OPERATIONS			PROCEDURE NUMBER PG490.0
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 11/01/20	REVIEW DATE 05/01/21
REPLACES PG490.0 "Canine Operations", issued 09/01/19			
RELATED DIRECTIVES PG400.0	REFERENCES CALEA 41	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive provides the Division with a set of guidelines for the use of police service canines. This policy is not intended to provide the standard of care for any civil or other external proceedings. The determination of compliance with this policy is expressly reserved for internal proceedings within this Division. This directive establishes policy and procedures for Division canine operations.

II. POLICY

The Division's policy is to deploy canine teams primarily to detect and deter violations of the most serious criminal laws of the State of Maryland and apprehend persons suspected of violating those laws. The canine teams will maintain canines capable of conducting searches for evidence, narcotics, and people, including the tracking/trailing criminal offenders, lost, missing, or endangered persons, and the apprehension of fleeing suspects. When not engaged in canine operations, the canine officers will perform all duties required by a patrol officer of the Division.

III. DEPLOYMENT OF PERSONNEL

- A. Deployment of personnel will be the Canine Duty Officer's responsibility, under the Assistant Chief's guidance, Field Operations. The Canine Duty Officer will assign and deploy personnel to meet the needs of the Division and the community.
- B. The canine teams will be responsible for providing narcotic detection when requested by any unit of this Division and reasonable to do so and consistent with the established

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capabilities of the particular canine team.

- C. Whenever possible, the canine teams will honor requests from other law enforcement agencies for assistance. The Canine Supervisor or the Operations Duty Officer must approve this assistance before canine deployment.

IV. CRITERIA FOR DEPLOYING CANINE RESOURCES

- A. In determining whether or not to deploy a canine, the handler must have information relevant to the facts and circumstance of the incident, which leads him/her to believe, as a reasonable and prudent police officer, that the suspect(s) have committed a crime or the use of a canine is warranted and appropriate in particular non-criminal incidents. The decision to use a canine in accordance with this policy shall be deemed an act of discretion and shall be reviewed in the light of information reasonably available to the officer at the time decision is made.
- B. Canine teams may be used to search for persons suspected of committing a crime, lost, missing, or endangered persons. Outdoor searches and tracks conducted by Patrol Dogs will be performed on a lead except in dangerous felony searches. In those instances, a handler may choose to do off-lead area seeks or tracks after making a reasonable attempt to ensure innocent citizens' safety. *When a canine is deployed off the lead, the canine must be within the handler's control range and be responsive to the handler's commands.* Canine handlers will afford suspects a reasonable opportunity to surrender. This shall not be construed as to require handlers to expose themselves or their canine partners to unnecessary risk as a result of their warning.
- C. When deploying for misdemeanor offenses, i.e., traffic violations and misdemeanor property crimes, the handler will take precaution to avoid accidental bites. If the person suspected of committing a misdemeanor offense indicates a refusal to surrender, the canine's utilization to extract the suspect is *NOT* allowed.
- D.
 - 1. When deploying the canine for a missing person or welfare tracks, under no circumstances will the track be performed off the lead, nor will the canine be utilized to extract the person from a hiding place.
- E. When a handler is preparing to deploy their canine for the purpose of apprehension, five factors must be considered:
 - 1. The severity of the crime.
 - 2. Whether the suspect poses an immediate threat to the safety of officers or others.
 - 3. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight or concealment.
 - 4. Age of the suspect (if known); *K-9 teams will not deploy when the suspect(s) are known or believed to be juveniles.*
 - 5. Whether non-involved citizens or officers would be put at risk by the use of the canine.

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- F. Once a canine is released or commanded to apprehend a suspect, the handler must call the dog off at the earliest opportunity to minimize the possibility of injury to the suspect. Specifically, this is when the officer can see the suspect's hand and/or when it can be determined that he or she is no longer a threat.
- G. Canine teams shall not be used for crowd control.
- H. *During a riot or other major unauthorized gathering, canines shall:*
 - 1. *Position their cruiser far away from the incident's perimeter to ensure that their partners are not harmed.*
 - 2. *Regularly check on their partners in the cruiser during the event.*
- I. All canine demonstrations require prior approval of the canine officer's supervisor.
- J. Should the canine handler become injured or incapacitated, care should be given to maintain control of the canine while facilitating assistance for the officer. A canine handler from this agency or from another should be summoned to gain control of the incapacitated officer's canine when possible. Should this be impossible, the supervisor of the canine unit should be notified to respond.

V. TACTICAL USE OF CANINE

- A. Narcotic Detection
 - 1. Canine officers and their assigned canines that meet the minimum requirements of narcotic training *and initial certification* may be used in narcotics detection.
 - 2. Canine officers will adhere to the prescribed search and training methods taught in the narcotic detection training classes.
 - 3. Any request for using the Division canines for narcotic detection outside the Division's jurisdiction will first be approved by a *Canine Supervisor or the Operations Duty Officer*.
 - 4. Canine officers will complete a Narcotic Detection Report whenever the canine is used to locate CDS and CDS related monies or for establishing probable cause for a search warrant.
 - 5. Canine narcotic teams will recertify annually.
 - 6. Canine Teams will adhere to the prescribed training methods as taught in the detection training. The drug, explosive detection, and search and rescue teams will have a minimum of eight hours per month of detection training.

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B. Explosive Detection

1. Canine officers and their assigned canines that meet the minimum requirements of explosive training may be used in explosive detection.
2. Canine officers will adhere to the prescribed search and training methods taught in the explosive detection training classes.
3. Any request for using the Division canines for explosive detection outside the Division's jurisdiction will first be approved by the Operations Duty Officer or Shift Supervisor, should the ODO be unavailable.
4. Canine officers will complete an Explosive Detection Report whenever the canine is used to locate explosives.

C. Building/Area Searches (Criminal Offenders)

1. Canine officers and their assigned canines that meet the minimum requirements for patrol dog training may be used in building/area searches for criminal offenders.
2. *Searches of residences shall not be conducted unless the owner/occupant or other responsible party has been contacted and verifies that no one should lawfully be in the residence. Model homes that are being used as offices will be searched when there are signs of forced entry. Abandoned or uninhabited properties are not to be searched when the only property of value inside are renovation tools. Prior to commencing a building search, the handler will ensure a minimum of (3) officers are required to secure the perimeter and assist with the search. The size and location will determine if more than (3) officers are needed to properly secure a building, i.e., schools, large commercial buildings with multiple floors, etc.*
3. *Canine teams will only deploy while using a lead within schools.*
4. Only law enforcement personnel may be taken into a building while a canine search is being conducted.
5. It is the canine officer's decision whether another officer accompanies him/her into a building during a canine search.
6. Area searches for felony suspects may be conducted off lead if there is a secure *enclosed (fence or building structures)* perimeter maintained by police personnel. Reasonable precautions will be taken to ensure that no innocent persons are endangered.
7. The prescribed Canine Warning will be issued three times, along with instructions on how to surrender and to prevent canine deployment, prior to releasing the canine for building search duties. The warning does not need to be issued if it may compromise officer safety if in the handler's opinion.

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8. Before releasing the canine on a search for a criminal offender or apprehending a fleeing suspect, the canine officer will issue a verbal warning. The warning will be issued three times. The warning will include the following:
 1. Identification as a police officer.
 2. Precisely what action the suspect(s) should take immediately.
 3. What will occur if the suspect(s) does not comply with the instructions.

D. Building/Area Searches (Lost, Missing or Endangered Persons)

1. Use of patrol trained canines in search and rescue incidents *will be conducted on a lead.*
2. Canine officers who handle patrol trained canines are prohibited from conducting off-lead building/area searches for lost, missing, or endangered persons and will exercise due care in the performance of these duties.
3. The canine's use and deployment at routine lost/missing person incidents will be managed and coordinated by the canine handler and the on-scene supervisor.

E. Tracks/Trails

Tracks/Trails will be attempted upon request even if the canine officer knows that the area has been contaminated. The canine officer may explain this to the officer making the request. Use of patrol trained canines in search and rescue will be conducted on lead. *An evidence/article search does not need canine supervisor approval.*

F. Evidence/Article Searches

Evidence/Article searches will be conducted off lead only if conditions warrant. Evidence/Article searches are to be conducted without endangering innocent persons.

G. Warrant Service

1. Canine officers and their assigned canines that have been certified in the patrol dog training may be used for standby at warrant services.
2. Canines utilized to assist in warrant services will do so under the following circumstances:
 - a. When the warrant is for a felony and/or the wanted subject may pose a significant threat to the serving officers.
 - b. Canine teams will not be used to make the initial approach to a warrant service. Canines will only enter the area after the suspect has made an overt attempt to hide, elude, or evade.

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H. Fleeing Suspects

1. Canine officers and their assigned canines that have completed patrol dog training may be used to apprehend fleeing felony suspects. This would include stolen autos or vehicles that show strong evidence of having been stolen, though not yet reported.
2. In situations where a criminal has not been verified, but the canine officer is ordered to commit the canine by an officer of supervisory rank, the canine officer will notify that officer that such a commitment violates canine procedures. Suppose the canine officer is still ordered to commit the canine. In that case, the canine officer will document these facts in a Memo to the relevant Operations Duty Officer and the Assistant Chief of Field Operations, whether an apprehension is made or not.

I. Prisoner Transport

Under no circumstances will any prisoner be transported or held in a canine vehicle when the dog is in the vehicle.

VI. SELECTION OF NEW CANINE OFFICERS

The selection of new canine officers will be consistent with established procedures. Requirements are:

A. Experience: Applicants will be police employees of the rank of at least Police Officer III.

1. *Must not be currently under investigation or within the prior year.*
2. *Must have obtained a 2 in both categories on their most recent evaluation.*
3. *Must be able to complete a K-9 physical agility course and mock track course that includes:
1.5 mile run in 17 mins
Simulated dog carry of 80 lbs. fifty yards*

This standard shall be for officers expecting to receive a detection dog as well.

B. Satisfactory completion of Division required canine training programs. These programs may be conducted by an outside agency and will consist of a comprehensive police patrol canine training program to be conducted by a certified police canine trainer. This training shall include police patrol canine operations and/or any special training, i.e., narcotic detection or explosive detection.

C. Prior to selection as a handler, an applicant must either own a residence or if rent, provide proof that the property owner will allow a police canine on the premises.

1. The residence of a canine officer will preferably be a detached, single-family dwelling.
2. Prior to selection, the residence will be inspected by the canine program supervisor.
3. *Written permission must also be provided from any homeowner's*

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associations, etc., that a kennel and a kennel fence enclosure will be permitted.

4. *The residence must have a yard that is, at minimum, 10,890 square feet (one-quarter of an acre). The yard must be fenced to prevent anyone from approaching the kennel. If the candidate does not have a fence, he is obligated to contract for installation. He may personally install a chain link or privacy fence with a minimum height of four feet (split rail fence is not acceptable) within two weeks of his selection. The fence may completely enclose the backyard or may enclose the kennel area only. However, there must be a minimum safe distance of four feet between the kennel and the fence to prevent accidental injuries. All gates in the fence must be secured in order to avoid an innocent person from entering and the canine from escaping.*

D. An applicant's performance evaluation will be reviewed with attention given to the following:

1. Attendance record.
2. Dependability.
3. Overall work performance.
4. Demonstrate the ability to work with minimal supervisor.
5. Demonstrate a history of sound judgment and decision making.
6. Recommendation from the applicant's immediate supervisor.
7. Oral interview.

VII. TRAINING

A. Initial (Patrol Dog Training)

1. *All prospective patrol trained canine teams will receive initial training under the supervision of a qualified instructor designated by the Division.*
2. *Each patrol trained canine team will be trained in narcotics detection, **building searches**, area search, article search, tracking, criminal apprehension (to include recall and bite and release), obedience, and agility.*
3. *The supervisor in charge of canine operations, and a trainer will certify each new team before it is assigned to street duty. Certification will require a level of proficiency determined by the guidelines of the training agency.*
4. *Suppose during the basic patrol training, a handler or dog fails to demonstrate the qualities required for canine work. The instructor will recommend to the supervisor in charge of canine operations that the handler, the dog, or both, be removed from canine operations.*
5. *Prior to being certified for street duty, each canine team will be tested and evaluated by a qualified instructor designated by the training agency. The canine must display the required proficiency to be certified for street duty. If a canine team fails to*

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demonstrate the required proficiency, the supervisor in charge of canine operations will confer with the head instructor and recommend that the team not be certified until additional training has taken place or it is removed from canine operations.

B. Narcotics Training

- 1. All canine teams will receive initial narcotic detection training under the supervision of a qualified instructor designated by the Division.*
- 2. The selection of canines for narcotics detection training will be based on the canine's scenting ability and a recommendation from the supervisor in charge of canine operations.*
- 3. Canine teams selected for narcotic detection training will be trained to locate various odors associated with Controlled Dangerous Substances.*
- 4. Narcotic detection canine teams will be instructed on the proper methods for conducting building searches, open area searches, container searches, and vehicle searches for narcotics. Narcotic detection canines will not be trained, or will they conduct any narcotic detection searches of a persons.*
- 5. During the narcotic detection training, if a handler or dog fails to demonstrate the qualities required for detector work, the canine unit supervisor and the instructor will recommend that the canine team be removed from detection training and returned to their patrol dog duties.*
- 6. Prior to being certified as a narcotic detection team, each canine team will be tested and evaluated by the head trainer and/or instructor. The canine team must display the required narcotic detection proficiency, as set forth by the training agency, to be certified for street duty.*
- 7. All records of the narcotic training program will be kept by the supervisor in charge of canine operations for each canine team participating in the training.*

C. Retraining

- 1. A minimum of 16 hours of formal retraining per month with a certified trainer is required for all patrol teams.*
- 2. A minimum of 8 hours of formal retraining per month with a certified trainer is required for all CDS/EOD teams.*
- 3. Failure to retrain the minimum number of hours required per month will be documented, and mandatory disciplinary actions will be taken. The handler shall be relieved of K-9 duties until the training is accomplished. When the dog or handler is sick and unable to complete the minimum number of hours per month, it will be noted in a training record.*

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4. *Each canine team will be scheduled for retraining pursuant to the selected training agency's requirements and standards. The duration of the retraining session will be determined by the training agency.*
5. *All retraining will be pre-approved by the Division and conducted by a certified canine instructor.*
6. *It is the canine officer's responsibility to inform the retraining instructor of any problems they may have experienced with their canine.*
7. *No criminal apprehension training will be conducted with any non-canine officer without the supervisor's approval in charge of canine operations or an instructor.*
8. *Each canine officer will actively participate in all retraining exercises and will help the instructor organize and conduct exercises. All exercises must be realistic and benefit each team participating in the session.*
9. *It is each canine handler's responsibility to ensure that no unnecessary damage is done to the area used for training purposes. Any damage will be reported to the instructor, who will see that the required paperwork or notification is completed.*
10. *The training agency will maintain accurate reports of all retraining exercises conducted for each canine team.*
11. *The canine officer will not use civilians in training exercises.*
12. *Canine officers will not use non-canine officers in training exercises without prior approval from the canine supervisor.*
13. *All formal training will be documented on the KATS K-9 program or the K-9 training record. Any informal training completing will be documented on the K-9 daily logs within the KATS K-9 program.*

VIII. REPORTING REQUIREMENT

- A. Canine officers will complete a Daily Activity Report, entered the K9 Activity Tracking System (KATS) or other Division approved tracking system at the end of the shift.
- B. Canine Apprehension and Canine Narcotic Reports will be turned in to KATS no later than the end of the shift.
- C. All other reports will be made as directed by the canine officer's supervisor. Incidents in which a canine officer completes a standard police report will be done in accordance with the Division's report writing directive.

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- D. All Canine Daily Activity Reports, Apprehension Reports, Bite Reports, Narcotic Recovery Reports, and Property Reports will be entered into KATS and maintained throughout the canine's life by the supervisor in charge of canine operations. Upon the canine's retirement from active service, all reports and/or medical records pertaining to the retired dog will be packaged and archived for storage.

An Annual Report of *deployments to include use of force* will be produced by the *K-9 Supervisor* for submission to the Division Chief.

IX. REQUIREMENTS- DOG BITES

- A. In all instances where a person is bitten by a canine, it is the handler's responsibility to complete the proper Bite Report, *Incident report*, Apprehension Report, and Use of Force Report prior to the end of their tour of duty. *The KATS program will be utilized for the bite report and apprehension report. The use of force report will be completed within the blue team software.* The reports will be submitted to the canine officer's supervisor with a copy submitted to the supervisor in charge of canine operations to create a canine case file.
- B. In all instances where a person or citizen is bitten by a canine, the Canine Supervisor and Shift Supervisor will be notified immediately.
- C. *At the request of the Canine Supervisor, the Communications Section shall notify the Investigative section and appropriate personnel in every incident involving a canine-related injury. A detective investigator shall respond to the scene of these incidents to assist with interviews, photos, and report preparation to be sent through the chain of command to the Commander of the canine unit.*
- D. The canine handler will determine if the person who was bitten wants or needs medical attention and will then take the following action:
 - 1. If treatment is refused by the person, a Treatment Refusal Form will be completed by the handler with the person's signature (write refused if the person declines to sign the form). The canine officer's supervisor will retain the form, with a copy submitted to the supervisor in charge of canine operations for inclusion in the canine case file.
 - 2. If the person receives medical treatment, a copy of the emergency room report or ambulance report will be obtained by the handler and forwarded to the canine officer's supervisor with a copy submitted to the supervisor in charge of canine operations for inclusion in the case file.
 - 3. If a juvenile is injured, the canine handler will seek medical attention. Juveniles can be treated under the Child in Need of Services provisions in Maryland State Law when a juvenile requires treatment but refuses.
 - 4. Anytime a person is accidentally injured by a canine, it will be the handler's responsibility to seek medical attention. The handler will immediately notify the on-duty watch commander and shift supervisor. If the victim refuses medical treatment, a

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treatment refusal form will be completed and submitted as above. When practical, a written statement will be taken from the victim and any witnesses. If the victim and or witness refuse to give a statement, this will be noted in the appropriate bite report to be completed by the canine officer prior to the end of their tour of duty.

- E. When possible, dog bites will be photographed, and the pictures will be retained by the canine officer's supervisor for inclusion in the case file.
- F. The canine officer's supervisor will be responsible for forwarding all completed Use of Force and Bite Reports through the chain of command. All Canine Bite Reports and Use of Force reports originating with the Canine Unit will be forwarded to the Division Chief's Office. The supervisor in charge of canine operations will be responsible for the creation and housing of all Bite Report case files for management of the canine program.
- G. All K-9 bites, including accidents, will be logged into blue team.
- H. All circumstances surrounding the incident, how the injury occurred, and what action was taken should be in the Incident Report, including whether the injured person received or refused treatment by EMS.

X. CARE AND TREATMENT

Canine officers will ensure that the canine's physical well-being is maintained through proper feeding and veterinary care. The canine will be groomed and inspected daily by the handler, provided with an adequate, clean living area and fresh drinking water.

Process for 24-hour care and maintenance for the police canine

1. All K-9s will be given a complete physical examination once a year by the veterinarian under contract by the Division
2. All bills for veterinary services will be signed by the canine officer, if requested to do so, and the original copy will be forwarded to the fiscal affairs manager at HQ. A copy will be given to the K-9 Supervisor.
3. Canines will only be fed dog food purchased by this Division and approved by the supervisor in charge of canine operations.
4. K-9s should always be secured in an approved location (home- to- work vehicle or approved kennel/crate).
5. Canine officers will ensure that adequate ventilation is provided when the canine is left unattended in the vehicle. The canine vehicle will be secured to prevent access.
6. K-9 handlers are responsible for ensuring that cages and crates are cleaned and maintained properly. Vehicle cages and crates will be inspected weekly.
7. A canine will not be left unattended for a period more than twenty-four hours.
8. Canine officers will provide the boarding facility with a supply of dog food sufficient to feed the canine for the length of the canine's stay. Medication for the canine, if necessary, will also be provided.
9. Canines will be given shots for rabies, Lime disease, hepatitis, leptospirosis, distemper, canine influenza, and canine parvo once each year, or whenever required to maintain the health of the canine.
10. Canines will be maintained on heartworm preventative year round.

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- 11. Division-owned canines will not be used for breeding purposes.*
- 12. Canines will not be fed by the public.*
- 13. No dog, other than the Division-owned canine, will be placed in a Division- owned kennel.*
- 14. Canines will be taken to the contract veterinarian upon injury or illness, whether it occurs on or off duty. Handlers are authorized to take their assigned canine to the closest Emergency Animal Hospital if an emergency care situation arises after the contracted veterinarian's normal working hours. When an emergency occurs within Prince Georges County the canine will be taken to Dogs and Cats Veterinary Referral and Emergency 6700 Laurel Bowie Rd, Bowie, MD 20715*
- 15. Notifications will be made to the K-9 supervisor and Commander prior to transporting the canine to any veterinarian for emergencies.*
- 16. Handlers will ensure that canines assigned to them are examined by a licensed veterinarian and vaccinated, for rabies and Lyme disease, annually. They shall submit a stool sample to the authorized veterinarian for fecal examination on a yearly basis. Canines will be maintained on authorized heartworm and flea and tick preventive medication year-round.*
- 17. Handlers will not permit anyone to have contact with the K-9 without their permission and/or without their immediate supervision. K9 handlers should inform civilians that the police K-9s are serious working dogs that are trained to protect their handler and may be dangerous if improperly approached.*

XI. ISSUED EQUIPMENT

- A. The following equipment shall be issued to each canine handler:*
- 1. Lead – 6 foot*
 - 2. Tracking lead 15 – 20 feet*
 - 3. Chain slip or pinch training Collar*
 - 4. Collar – Leather*
 - 5. Tracking harness*
 - 6. Agitation harness for patrol teams*
 - 7. Leather muzzle*
 - 8. Soft muzzle*
 - 9. Stainless steel food and water bowl*
 - 10. Grooming brush*
 - 11. Subdued short sleeve and long sleeve chevrons five pairs*
 - 12. Subdued Park Police/K-9 patches and badges*
 - 13. K-9 trauma kit*
 - 14. A kennel*
 - 15. A doghouse*

Canine vehicles will be outfitted with rear and side dark tinted windows, air conditioning with a temperature control alarm, and a screened cage for transporting the canine.

XII. COMPENSATION

Canine handlers will be credited canine leave in accordance with the FOP CBA. The

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compensation leave credit is for the feeding, exercising, grooming and general care and maintenance of the canine. Handlers will not receive any additional hours if they are granted the opportunity to handle more than one canine.

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